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RECORDS MANAGEMENT

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Recission: CIA Regulation No. [REDACTED]

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1. GENERAL

This Regulation prescribes general policies and methods for the administration of the Agency Records Management Program. Its requirements are based on, and in agreement with, the Federal Records Act of 1950 (Public Law 79-4, 51st Congress) and other applicable Federal statutes and regulations.

2. OBJECTIVE AND SCOPE

The objective of this program is the economical and efficient management of Agency records. Attainment of this objective with resultant economies in manpower, supplies, equipment, space, time, and money will be realized by a continuing application of the following major program elements.

a. Records Creation

- (1) Forms Engineering and Management
- (2) Reports Management
- (3) Correspondence Management

b. Organization, Maintenance, and Use of Active Records

- (1) Mail Control
- (2) Reference Service
- (3) Maintenance Management

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- (4) Equipment and Supplying Standards
- (5) Microphotography
- (6) Vital Materials

c. Disposition of Records

- (1) Inventory and Appraisal
- (2) Legal Retention and Disposal Authorizations
- (3) Cut-off and Retirement
- (4) Preservation and Archival Management
- (5) Disposal
- (6) Inter-Agency and Intra-Agency Transfers
- (7) Records Center Operations

3. POLICIES

Management of Central Intelligence Agency records will be accomplished on a decentralized basis. Under this plan, adherence to the following policies are essential.

- a. Uniform systems shall be developed and installed for correspondence preparation to ensure that only essential information is transmitted, that form letters are used for frequently requested information, that only the necessary number of copies are made, and that each copy has a definitely planned use.
- b. Uniform systems shall be developed and installed to reduce the volume of reports, to simplify and improve necessary reports, eliminate and prevent duplicate reporting, to ensure that the contents of required reports provide adequate data for intended purposes, to ensure that instructions, forms and procedures provide the most simple and direct methods for reporting, and that the proper reporting intervals are established.
- c. Systems shall be developed and installed to provide for review, analysis, revision, and improvement of all existing and proposed forms with a view toward effecting greater economy and efficiency in their design, production, and use.

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- d. Provision shall be made for the efficient and economical maintenance and servicing of current records through continuing analysis and improvement of mail handling and routing procedures, record classification and indexing systems, and office equipment and filing supplies.
 - e. Vital materials shall be identified and removed to a repository for safekeeping.
 - f. Procedures shall be developed and installed to provide for the review of all existing and proposed microfilming projects to ensure validity of purpose and to effect greater efficiency in the utilization of facilities.
 - g. A Records Center shall be maintained for the storing, processing, and servicing of Agency records, including Top Secret, which are no longer used or are infrequently needed in the conduct of current business. The Center will also serve as an Archival facility.
 - h. Standards shall be established and maintained to ensure that permanently valuable records are identified and preserved for future use; that temporarily valuable records are identified and legally disposed of as soon as their value decreases to the point where it does not warrant the cost of their retention; and that all non-current records be removed, on a continuing basis, from high cost space and filing equipment to Records Center storage.
 - i. Safeguards shall be established to assure that no records in the custody of the Agency are to be alienated or destroyed except in accordance with the provisions of the Act approved July 7, 1943, (57 Stat 360-363), as amended July 6, 1945 (59 Stat 434). Sections 234 and 235 of Title 18 of the United States Code attaches severe penalties to the willful and unlawful destruction damage or alienation of any Federal records.

4. DEFINITIONS

For the purpose of this regulation, the following definitions shall apply:

- a. "Records include all books, papers, maps, photographs, or other documentary material, regardless of physical form or characteristic, made or received by an agency of the United States Government in pursuance of Federal law in connection with transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities, or because of the informational value of data contained therein." (5 U.S.C. 301, as amended, 44 U.S.C. 330).

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- b. Non-record Material includes library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications or processed documents." (57 Stat. 380, as amended, 44 USC 366).
- c. Non-current Records are those records which are infrequently needed or no longer used in the conduct of current business, including records of discontinued activities. This material is commonly referred to as semi-active, inactive, or retired records.
- d. Forms are the devices by which management seeks uniformity and simplicity in the recording, transmitting, reporting and data processing of vital information. They are preprinted, containing predetermined spaces for inserting specific information. Items such as certificates, labels, stickers, tags, placards, cover sheets and form letters are included in this definition.
- e. Reports are accounts or statements of information prepared in written narrative, tabular, punch card or graphic medium and transmitted by one organizational element to another in conformance with an established requirement. An administrative or management report as distinguished from an operational report provides for administrative or management control over an activity or operation.
- f. Correspondence includes all memorandums, letters, and dispatches (excluding operational reports) sent or received by Agency personnel in the execution of official duties.
- g. Vital Materials are those specific items in possession of the Agency which are essential to its continuance and which, if destroyed, would constitute a serious or irreparable loss.
- h. An Area Program is one maintained within a major component (Deputy Directors (Administration), (Intelligence), and (Plans)), the Director of Training and the Assistant Directors for Communications and Personnel.

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5. RESPONSIBILITY

- a. The Chief of the Management Staff shall:

1. Establish standards for correspondence preparation and utilization of form letters, pattern letters, pattern paragraphs, limitation or elimination of copies and other devices.

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2. Develop and coordinate methods for reporting to eliminate overlapping and duplication of facts and elimination of obsolete reports, unessential copies, too frequent reporting and unessential filing of reports.
3. Design, review, analyze, and approve all forms prior to their production or utilization.
4. Develop standards, methods and procedures for: the location of file stations; the classification and filing of records, including finding media; the receipt, recording and routing of incoming and outgoing communications; and the procurement and utilization of filling equipment and supplies.
5. Develop guides, procedures and schedules for the identification, processing ~~and~~ ^{and packaging} depositing of vital materials in the repository. Provide secure transport service between headquarters and the repository.
6. Review and approve all requests for microfilm equipment, supplies and services and develop standards for the efficient and economical attainment of quality production on approved projects.
7. Establish standards for storing, processing, servicing, and preserving records in the Agency Records Center.
8. Develop and publish uniform policies, methods, and procedures for the retention of records for adequate periods of time, removal of records from active files for destruction, and preservation of records, including the use of disposition microphotography where practical.
9. Develop procedures and obtain Congressional authorization for the retention and disposal of records through the National Archives and Records Service.
10. Serve as the Agency liaison to the National Archives and Records Service, GSA, on all matters pertaining to records; maintain Agency liaison with Federal and private organizations on all records management matters.
11. Provide, in collaboration with the Director of Training facilities for the guidance, indoctrination, and technical training of program participants.
12. Develop and install systems for measuring, collecting and reporting savings which accrue from the program.

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13. Serve as Agency archivist in all matters pertaining to the preservation of records of continuing value.
14. Conduct periodic inspections to review the effectiveness and progress of area programs.
- b. Major Components. Chiefs of major components (Deputy Directors (Administration), (Intelligence), and (Plans)), the Director of Training and the Assistant Directors for Communications and Personnel shall ensure that an active continuing Records Management Program is established and maintained in their sphere of authority in accordance with the basic concept and policies as set forth herein and in accordance with the methods, techniques and procedures prescribed by the Chief of the Management Staff.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Administration)

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